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**NASA**  
**Procedural**  
**Requirements**

**NPR 4200.2B**  
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**COMPLIANCE IS MANDATORY**

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## **Equipment Management Manual for Property Custodians w/Change 1, 9/11/03**

### **Responsible Office: Logistics Management Division**

NASA Interim Directive (NID) Equipment Management for Property Custodians, NM 4200.73

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# Change History

## NPR 4200.2B, Equipment Management Manual for Property Custodians

Chg#	Approved	Description/Comments
1	09/11/03	Directive revalidated. Corrections/changes made to P.4 . References. Correction made to OIC title; change is from "Associate" to "Assistant"

Effective Date: September 11, 2003

# Preface

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## P.1. Purpose

This NPG offers procedural guidance to NASA personnel for the acquisition, management, responsibility, and use of NASA-owned equipment.

## P.2. Applicability

This NPG applies to NASA Headquarters and NASA Centers, including Component Facilities, and other institutional-held, NASA-owned controlled and noncontrolled equipment wherever located.

## P.3. Authority

- a. 42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. 40 U.S.C. 471 et seq., The Federal Property and Administrative Services Act of 1949, as amended.
- c. 41 CFR Chapter 101, Federal Property Management Regulations.
- d. NASA Federal Acquisition Regulations (FAR) Supplement Part 1845, 48 CFR Part 1845, Government Property.

## P.4 . References

- a. NASA Financial Management Manual 9250, Property Accounting.
- b. NASA Policy Directive (NPD) 4200.1, Equipment Management.
- c. NASA Procedures and Guidelines (NPG) 4200.1, NASA Equipment Management Manual.
- d. NPD 4300.1, NASA Personal Property Disposal Policy.
- e. NPG 4300.1, "NASA Personal Property Disposal Procedures and Guidelines.
- f. NPG 4310.1, Identification and Disposition of NASA Artifacts.

## P.5. Cancellation

This NPG cancels the Equipment Management User's Handbook for Property Custodians, NHB 4200.2A, dated March 1993.

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**/s/ Jeffrey E. Sutton**

# Assistant Administrator for Management Systems

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## Distribution:

NODIS

# Chapter 1. Introduction

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## 1.1. Introduction

1.1.1. The NASA Equipment Management System (NEMS) is an Agencywide automated system designed to simplify, standardize, and reduce the cost of managing and controlling NASA-owned equipment.

1.1.2 . NEMS provides all NASA organizations with the elements of NASA information needed for an integrated system to identify, account for, and control NASA equipment. The system emphasizes accurate and complete records for all controlled equipment to permit cost effective and programmatic NASA wide control, accountability, screening, and reuse consideration.

## 1.2. General Policy

1.2.1. Government equipment is not owned by the holder, and when it makes economic and program sense, reusable items may be moved from one use and user to another. Positive action by Center management to identify equipment which is available must be continued and emphasized.

1.2.2. NASA-wide accountability and visibility of reusable equipment assets will be continuously improved and extended to all NASA elements in a uniform system of identification and communication.

1.2.3. New equipment will not be designed, developed, or procured unless it is determined that the requirement cannot be satisfied with existing available equipment.

# Chapter 2. Responsibilities

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## 2.1. Division Director/Chief.

The Division Director/ Chief (or Organizational Head) is the principal official responsible for the NASA Equipment Management Program for equipment assigned to the organization, including all aspects of its use and condition. Responsibilities include the following:

2.1.1. Conducting an annual equipment utilization walk through inspection

2.1.2. Appointing (or reappointing) property custodians to maintain accountability of equipment within their level of the organization, ensuring that the appointees will have proper oversight and knowledge of the equipment utilized within their area.

2.1.3. Ensuring that property custodians are provided with the necessary computer hardware/software for network access and electronic systems.

2.1.4. Ensuring that all survey reports for missing equipment, found-on-station equipment, and requests for cannibalization have been properly investigated and documented by the holding organization prior to forwarding to Equipment Management.

## 2.2. Supply and Equipment Management Officer (SEMO).

The Supply and Equipment Management Officer or Designee is responsible for providing functional management and leadership in the implementation of an effective equipment management program. The Supply and Equipment Management Officer/Designee will report to the Headquarters (Agency) Logistics Manager during routine self-assessments and functional spot checks to ensure integrity of the program. Responsibilities of the Supply and Equipment Management Officer include the following:

2.2.1. Appointing a NEMS Equipment Manager.

2.2.2. Approving and evaluating the implementation of policies, procedures, established controls, and record maintenance.

2.2.3. Reviewing items designated as sensitive.

2.2.4. Reviewing the designation of property management areas, property custodian assignments, and custodian training.

2.2.5. Ensuring that property custodians are provided with all required reports.

2.2.6. Ensuring that all prescribed physical inventories of controlled equipment are taken and coordinated.

## 2.3. Property Custodians.

(NOTE: Includes titles such as Property Administrator, Equipment Specialist) property custodians are appointed by the Division Director/ Chief level or higher, with the concurrence of the Supply and Equipment Management Officer. Responsibilities include the following:

- 2.3.1. Maintaining records in accordance with NEMS procedures and for all controlled equipment assigned to them.
- 2.3.2. Educating employees that equipment is used for official purposes only.
- 2.3.3. Reporting un-tagged controlled equipment including fabricated equipment found in their assigned area(s) to Supply and Equipment Management Officer, and assisting in identifying the circumstances relating to un-tagged items.
- 2.3.4 Ensuring that proper documentation is completed for cannibalization requests.
- 2.3.5 Cooperating in physical inventories of controlled equipment and assisting in follow-up actions.
- 2.3.6 Identifying controlled equipment no longer needed and coordinating disposition with users.
- 2.3.7. Ensuring that missing or stolen equipment is investigated, documented, and reported promptly to Center Logistics and Property Management and the Center Security Office.
- 2.3.8. Assigning sensitive items to a primary user.
- 2.3.9. Ensuring that prior to retirement, transfer, or resignation of an employee, all equipment is properly transferred.

## **2.4. Full Time Property Custodians.**

Full time property custodians may be assigned to the Property Management Office specifically to handle the responsibilities for the management of property of the Center by geographic location or custodian account. These custodians may be appointed by the Supply and Equipment Management Officer rather than Division Directors for their cognizant property management areas. They have the same responsibilities as noted above and may also include the following:

- 2.4.1. Assisting the NEMS Equipment Manager in identifying, categorizing, classifying, and coding all existing and newly acquired equipment. After it has been determined that equipment will be controlled and is tagged with a bar coded equipment control number tag, the property custodian annotates the additional NASA information needed for entry into NEMS, and submits the document to NEMS Control for entry into the system. In cases in which equipment was directly delivered to a property management area, the property custodian determines whether the item meets control criteria and tags the item with an equipment control number tag.
- 2.4.2. Assisting equipment users in the proper procedures and documentation of the following equipment actions: loans, transfers, employee loan agreements, turn- ins, repairs, storage, calibration, replacement, modification cannibalization, fabrication, found on station, and survey reports for lost, damaged, or destroyed equipment. Note: This is an area of responsibility for the NEMS Equipment Manager. However, since the full time property custodian program is under the cognizance of the equipment organization, the property custodian becomes a key interface between the equipment organization and the equipment user and, therefore, can fulfill this area of responsibility. This interface is vital to the full time property custodian program.

## **2.5. NEMS Equipment Manager.**

The NEMS Equipment Manager or designee is the key interface between the equipment organization and the property custodians and equipment users. Primary responsibilities regarding property custodians and equipment users are as follows:

2.5.1. Ensuring the designation of property management areas and that property custodians are appointed and trained.

2.5.2. Providing property custodians with individual transaction documents for each item of controlled equipment and a summary report of all controlled equipment items for which they have been charged.

2.5.3. Providing assistance to property custodians and equipment users; analyzing and providing solutions to problem issues reported by property custodians and equipment users as related to property matters.

2.5.4. Reviewing the records and performance of property custodians.

2.5.5. Developing the cyclic and sensitive item inventory schedules and, when deemed appropriate, conducting sensitive-item inventories.

2.5.6. Documenting inventory results for submittal by the Supply and Equipment Management Officer to Division Directors or Chiefs and property custodians.

2.5.7. Approving all NEMS global transactions which are Transaction Code (TC) 60 record change and (TC62).

## **2.6. Equipment Management Personnel (Includes NEMS Control).**

Equipment Management Personnel are designated by the NEMS Equipment Manager and approved by the Supply and Equipment Management Officer. Primary responsibilities include the following:

2.6.1. Maintaining the NEMS equipment data base.

2.6.2. Processing all add, change, and delete transactions into the NEMS data base, ensuring that the NASA Form 1602 is provided to property custodians.

2.6.3. Ensuring that all documentation is complete and accurate prior to input action.

2.6.4. Investigating all requests for found-on-station reports, cannibalization actions, and decontrolling of equipment, and acquiring approval of the Supply and Equipment Management Officer prior to input action.

2.6.5. Establishing new property custodian accounts as requested by the property management areas and approved by the Supply and Equipment Management Officer.

2.6.6. Processing custodian account transfers resulting from reassignments, reorganizations, retirements, and separations, as identified by the Division Director or Chief and approved by the Supply and Equipment Management Officer.

2.6.7. Reviewing NEMS Transaction Documents, NASA Form 1602's submitted by property custodians for equipment changes and delete transaction, ensuring that appropriate supporting documentation is attached prior to input action.

2.6.8. Ensuring that all appropriate reports are provided to property custodians, as required.

2.6.9. Assisting property custodians and equipment users in all aspects of equipment accountability.

## 2.7. Responsibility of the Individual.

Each employee is responsible for Government property as set forth in the Standards of Ethical Conduct for Employees of the Executive Branch, issued by the U.S. Office of Government Ethics, 5 CFR Section 2635.704, as follows: "An employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes." Additional responsibilities of the individual include the following:

- 2.7.1. Reporting any missing or un-tagged (meeting the criteria for control) equipment, transfer, location change, or user change of equipment to the property custodian immediately.
- 2.7.2. Notifying the property custodian, supervisor, and the Center security officer immediately if theft of Government property is suspected.
- 2.7.3. Ensuring that equipment is used only in pursuit of approved NASA programs and projects.
- 2.7.4. Notifying the property custodian of equipment not actively being used for determination of proper disposition.
- 2.7.5. Ensuring that equipment is returned through the property custodian when no longer needed. Under no circumstances will an employee throw away Government equipment.
- 2.7.6. At Centers with full time property custodians, assigned users retain all responsibilities including notifying property custodians of all activity associated with the user's assigned equipment.

## 2.8. NASA Onsite Contractors.

NASA on-site contractors operating under NASA Federal Acquisition Regulation Supplement 18-52.245-71, *"Installation Accountable Government Property"* to the extent indicated in the clause is responsible as set forth in the individual contracts.

- 2.8.1. All on-site contract employees will notify the contracting officer, property custodian, and SEMO upon termination of employment.

# Chapter 3. Control Documentation and Alternate Options for Processing Transactions

## 3.1. NASA Equipment Management System (NEMS) Transaction Document (NASA Form 1602).

Transactions may be processed utilizing the NASA Form 1602 (paper document) or any electronic means available at the Center. The NASA Form 1602 and several electronic methods are described as follows:

### 3.1.1. Purpose and Use

3.1.1.1. The NASA Form 1602 is a NASA form which is used to reflect NASA's equipment information contained in the NEMS data base. Hence, this form serves as the property custodian's detailed record for each assigned controlled item.

3.1.1.2. The custodian maintains the complete four-part document until the status of the equipment changes. When an action is initiated, the custodian holds the suspense copy and forwards the rest of the form to the NEMS Equipment Manager for processing. Copy 2 may be given to Transportation when the action involves movement of the item, if this is Center policy. Copy 3 is held by the gaining custodian when accountability is transferred. Copy 1 is used by NEMS Control to update the NEMS data base.

3.1.1.3. If a NASA Form 1602 is lost, damaged, or destroyed, the custodian should generate or obtain a replacement copy of the form.

3.1.2. Sample Form. The NASA FORM 1602 is a computer-generated form containing integral data elements extracted from the NEMS data base, and transaction, approval, and signature blocks (see figure 1).

### 3.1.3. Characteristics of NASA Form 1602:

3.1.3.1. Instructions for use are on the reverse side of the suspense copy of the form.

3.1.3.2. Transactions are initiated by checking the appropriate boxes(s) in the right-hand column and by following instructions for blocks 31 to 34.

3.1.3.3. Data in blocks 1 through 28 and 36 through 38 are always computer generated. Any changes submitted for blocks 1 through 28 should be annotated in block 33, "Remarks." blocks 36 through 38 reflect data from the last transaction processed, entry reference number, and transaction name for reference purposes. Block 39 is annotated manually in NEMS Control at the time a new transaction is processed. When a transaction has been completed, the new entry reference number that was noted in block 39 becomes the block 36 entry reference number on a newly generated NASA Form 1602 and forwarded to the custodian.

NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS) TRANSACTION DOCUMENT																					
1 <b>1482202</b> EQUIPMENT CONTROL NO.		2 <b>MONITOR</b> ITEM NAME		3 <b>329</b> COST		4 <b>M</b> CAP/SEVS		5 <b>A</b> S.C.		6 <b>4</b> C.C.		7 <b>7025</b> FSC		TRANSACTIONS (check appropriate block)							
8 <b>JN</b> CUSTODIAN ACCT. NO.		9 <b>VIEWSONIC CORP/ DIV KEYPOINT</b> MANUFACTURER'S NAME				14 <b>VCDTS21445</b> MODEL NUMBER				CHANGE											
9 <b>JN</b> ORG. CODE		15 <b>DH83500561</b> SERIAL NUMBER		16 <b>98</b> YR. MANUF.		17 <b>981202</b> DATE NASA ACQUIRED		18 DATE LOANED/LEASED/BORROWED		19 DATE LOAN/LEASE/BORROW DUE		CUSTODIAN ACCOUNT <input type="checkbox"/> (26)									
10 <b>JA</b> MAIL STOP		11 <b>2IS</b> BUILDING		12 <b>6032</b> ROOM		20 <b>00008</b> USER NO.		21 DATE STORED		22 DATE STORAGE DUE		23 UNIQUE EQUIPMENT NO.		EQUIPMENT LOCATION <input type="checkbox"/> (28)							
24 RESERVED FOR LOCAL DATA														STATUS/CONDITION CODE <input type="checkbox"/> (30)							
25 DATE CALIBRATED		26 DATE CALIBRATION DUE		27 HAZARDOUS MATERIAL		28 PRECEDENT METAL		29 WEIGHT		30 CUBIC FEET		USER NUMBER <input type="checkbox"/> (31)									
31 AUTHORIZED BY PROPERTY CUSTODIAN (typed or printed name and signature)								DATE		TELEPHONE EXT.		BORROWED OUT <input type="checkbox"/> (38)									
<b>GRAUPENSPERGER, ANN</b>								CURRENT EQUIPMENT LOCATION BLDG. ROOM		LOAN/LEASE OUT <input type="checkbox"/> (39)											
32 ACCEPTED BY (typed or printed name and signature) (as appropriate)								DATE		ACCOUNT NO.		BORROWED OUT-RETURNED <input type="checkbox"/> (39)									
33 REMARKS (as necessary)								NEW EQUIPMENT LOCATION BLDG. ROOM		LOAN/LEASE OUT-RETURNED <input type="checkbox"/> (40)											
34 APPROVAL (as required)								Signature and Title		Date		LOAN POOL OUT <input type="checkbox"/> (42)									
APPROVAL (as required)								Signature and Title		Date		LOAN POOL OUT-RETURNED <input type="checkbox"/> (43)									
36 <b>USER NAME: GRAUPENSPERGER, FRANCES ANN</b>														STORAGE IN <input type="checkbox"/> (44)							
36 <b>1183428094</b> ENTRY REFERENCE NO.		37 <b>26</b> TRANS. NO.		38 <b>CUSTODIAN ACCOUNT (CHANGE)</b> TRANSACTION NAME								STORAGE RETURNED <input type="checkbox"/> (45)									
Note-Use typewriter or black ball-point pen.)														EXCESS TURN-IN <input type="checkbox"/> (52)							
NASA FORM 1602 NOV 89 PREVIOUS EDITION MAY BE USED.														REPAIR <input type="checkbox"/> (56)							
COPY 1-NEMS CONTROL														RECORD CHANGE <input type="checkbox"/> (60)							
														DELETE							
														TRANSFER TO ANOTHER NASA INSTALLATION <input type="checkbox"/> (68)							
														TRANSFER TO OGA <input type="checkbox"/> (69)							
														TRANSFER GFE TO CONTRACTOR <input type="checkbox"/> (67)							
														LEASE-IN RETURNED <input type="checkbox"/> (69)							
														LOAN IN-RETURNED <input type="checkbox"/> (70)							
														SURVEY <input type="checkbox"/> (71)							
														MODIFY/CANONICALIZE <input type="checkbox"/> (73)							
														COST TAG <input type="checkbox"/> (74)							
														Note: Annotate changes in Block 33							
														39 NEW ENTRY REFERENCE NO.							

## FIGURE 1

3.1.3.4. NEMS Control may need to make a correction to an equipment record, which could generate a new NASA Form 1602 for the custodian. Therefore, it is possible for the custodian to receive more than one NASA Form 1602 for the same item, at the same time. The custodian can identify the most current form to be filed by reviewing the Entry Reference Number (ERN). The ERN is 10 positions consisting of --

Positions 1 - 2 Center number (See Appendix I)

Positions 3 - 6 Julian date (year and day)

Note: The year in position 3 represents years 1984 through 1993, as well as 1994 to present year.

Position 7 Year 1994 to present.

Positions 8 - 10 Sequence number assigned each transaction processed by NEMS Control, starting each day with 001.

3.1.3.5. If a custodian receives two NASA Form 1602's for the same item, one with an entry reference number of 0172557013 and the other with 0172557022, the latter entry reference number is the most current.

3.1.3.6. blocks 1, 8, 9, 10, 11, and 12 are outlined to easily identify the equipment control number, accountable property custodian, organization, mail stop, and location.

3.1.3.7 The equipment control number (1), cost (3), Federal Supply Class (7), manufacturer's name (13), model number (14), serial number (15), and date NASA acquired (17), should only be changed by a custodian if erroneous data are suspected in these fields. The custodian should discuss possible errors with the NEMS Equipment Manager for verification prior to submittal of record changes (Transactions 60).

3.1.3.8. Supporting NASA information may be recorded in block 24, local data. NEMS Control will use this field to record data critical to the identification and tracking of an item or to supplement NASA information on a transaction. Custodians may request, or provide NASA information such as equipment characteristics and document and shipping numbers for input to the local data field.

## 3.2 NEMS Subsystem--Property Custodian Module.

The NEMS Property Custodian Module is designed as an extension of NEMS that provides an interface to approve equipment status by "Electronic Signatures" of the property custodian and/or the NEMS Equipment Manager. The custodians are able to process online changes to equipment within their accounts that primarily deal with equipment ownership. Access to the NEMS Property Custodian Module automatically allows access to the NEMS for inquiry purposes.

3.2.1. The use of the NEMS Property Custodian Module is strongly encouraged because it significantly reduces paperwork required for NASA Form 1602 processing.

3.2.2. Contact your Center's NEMS Equipment Manager for details on obtaining access to the module, a copy of these procedures and guidelines, and training.

## 3.3. Electronic Mail Processing.

Custodian transfer and user changes can be initiated via electronic mail. Your password to access electronic mail is considered your "signature." However, electronic mail is not a secure medium, and transmissions should be validated through other available means, such as telephone calls or personal visits with the requester.

3.3.1. User Changes. Electronic mail a message to the new user, listing the Equipment Control Number(s) and Item Name(s) that will be assigned to their name. Request that the new user concur on your electronic mail message and forward it to the NEMS Equipment Manager, with a copy to the initiator. NEMS Control will use the electronic mail message as the source document to process the requested change.

3.3.2. Property custodian transfer. Use the process described in 3.3.

3.3.3. Property custodian transfer requiring a user change. The losing custodian will electronic mail a message to the gaining custodian, using the process described in 3.3. The gaining custodian will concur with the transfer on the electronic mail message and forward it to the gaining user. The concurrence of the gaining user will be added to the message that is forwarded to the NEMS Equipment Manager with copies to the losing and gaining custodians.

## 3.4. Internet.

Contact your local Property Management Office for available processes.

# Chapter 4. Operational Procedures

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## 4.1. Initial Acquisition of Equipment.

4.1.1. When equipment is received at a Center receiving dock, receiving personnel generate the receiving document for each authorized purchase, transfer, loan, or lease acquisition, and they tag all items meeting controlled criteria.

4.1.2. When equipment is delivered directly to the purchase initiator such as in credit card purchases, the initiator must notify the Receiving Department when the equipment has been received.

4.1.3. The property custodian receives an updated NASA Form 1602 and a monthly report, "Custodian Monthly Transaction Report" (No. 020), listing all transactions processed for the custodian's account.

If equipment is received and not tagged, the recipient or the custodian must promptly notify the NEMS Equipment Manager to determine appropriate control. For Centers with full time custodians, the custodian can make the determination, tag the appropriate items, and initiate necessary documentation.

## 4.2. Identification of Equipment

4.2.1. The NEMS process only applies to controlled equipment, which is defined as equipment items with an acquisition cost of \$1,000 or more, and those items that will not be consumed or expended in an experiment. Selected items with an acquisition cost of \$100 or more and considered sensitive by the holding Centers will also be designated as controlled equipment. (Acquisition cost includes all "add-ons" such as internal cards and modems for personal computers.)

4.2.2. Samples of various Equipment Control Number tags are shown below to assist custodians and users in recognizing controlled versus non-controlled equipment.

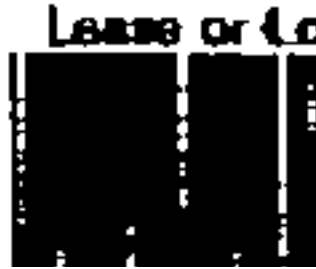
4.2.3. Controlled equipment has a visible bar-coded tag affixed to the equipment. Standard bar-coded tags are black on silver aluminum.



4.2.4. If a controlled equipment item is very small, a tag is used. These tags also are black on silver aluminum.



4.2.5. Controlled equipment on loan or lease to NASA has a black-on-white bar-coded **vinyl tag**.



4.2.6. Non-controlled equipment is equipment (not designated as sensitive) which has an acquisition cost of less than \$1,000. This type of equipment is to be affixed with a **"Property of U.S. Government"** decal, NASA Form 1517 (standard size) or NASA Form 1517A (mini size), except when not physically or technologically feasible (as with optics or test models).



4.2.7 Sensitive equipment requires stringent control due to the pilferable or hazardous nature of the item. Sensitive items are identified with an "N" (Noncapital sensitive) or a "P" (Capital sensitive) in the capital/sensitive code block 4 of the NASA Form 1602. (See Appendix M, Agency Minimum Standard Sensitive Items List.)

4.2.8. Custodians are required to assign equipment items to individual users, who acknowledge receipt by signing NASA Form 1602.

4.2.9. When controllable equipment that is not tagged or equipment with a NASA bar code tag does not exist in NEMS is discovered, it must be reported on NASA Form 1618, "Found on Station Equipment Investigation." The completed form will be forwarded to the Supply and Equipment Management Officer.

4.2.10. The custodian will complete the top portion of NASA Form 1618, except for Federal Stock Number and Document Number. The equipment control number must be noted if the item has a NASA bar-code tag. An investigation must be conducted into the circumstances that allowed the equipment to be brought on-site without NEMS control, and the results must be documented in part I, section 2, of the form. (See appendix E).

4.2.11. The user will assist the custodian in completing NF 1618 and sign in the designated block.

4.2.12 The Division Director or chief will complete and sign part II of the form, providing

recommendations that will prevent recurrence.

4.2.13. After the investigation and approvals are completed, NEMS Control will tag the item and update the NEMS data base (Transaction 12, Receipt From Found On Station). A NASA Form 1602 will be forwarded to the property custodian.

### **4.3. Standard NEMS Reports for Property Custodians.**

4.3.1. Custodian Monthly Transaction Report 020. Custodians will receive this report on a monthly basis, if actions have been processed in their accounts. The 020 report describes the type of transactions processed and lists individual items involved. Custodians should review this report to ensure that all actions noted are accurate.

4.3.2. Custodian Account Property Report 140 and 141. Custodians will receive, from NEMS Control, a complete report of all controlled equipment items assigned to their accounts on a frequency determined by the individual Center policy but not less than annually. The custodian should verify the accuracy of the report through comparison with the NASA Form 1602. This report will also be provided at any time upon request by the custodian.

4.3.3. Equipment Utilization Review Report 720. NEMS Control will provide an annual report of all controlled equipment for each custodian account. The custodian must verify the report, note changes, and forward to the Property Management Office prior to the Division Director's annual walk-through inspection. Listings of all equipment within the appropriate area will also be provided to the Division Director upon request. The results of the reviews will be forwarded to the Supply and Equipment Management Officers for action.

4.3.4. See paragraph below for reports generated as a result of physical inventories.

4.3.5. The following are additional NEMS generated reports that are beneficial to custodians for tracking status of assigned equipment:

4.3.5.1. Loaned In and Loaned Out Equipment Expiration Reports, 130 and 131.

4.3.5.2. Leased In and Leased Out Equipment Return Candidate Lists, 132 and 133.

4.3.5.3. Borrowed Equipment Return Candidate List, 134.

4.3.5.4. Off-site for Repair Report, 137; and Repair Equipment Reports 196 and 197.

4.3.4.5. Idle Equipment Reports, 194 and 195.

### **4.4. Inventory Procedures.**

Three types of inventories affect custodians and users.

4.4.1 **Cyclic Inventory**. A complete physical inventory is required at each Center at least once every 3 years, involving a total wall-to-wall, floor-to-ceiling sighting. Action will be taken on equipment that meets control criteria but is not tagged or included in NEMS. Custodians will receive a 30-day advanced notice with instructions on actions needed to expedite the inventory. Inventory personnel will proceed through the custodian's area, scanning all tagged equipment, to be later updated in NEMS. Custodians are required to cooperate with inventory personnel. Alternate methods for inventory may be used to satisfy the inventory requirements, i.e., Inventory by Exception or physical sighting.

#### 4.4.2. Cyclic Inventory Reports and Actions.

4.4.2.1. Within 30 working days after completion of the inventory, the custodian and Division Director will receive a report of the results. Specific instructions will be provided to the custodian to resolve discrepancies. Local reporting procedures will be established for Centers that use the inventory by exception option.

4.4.2.2. The custodian will be allowed a maximum of 30 days to correct the cited discrepancies and submit survey reports, unless a written request for extension has been granted by the Supply and Equipment Management Officer. Failure of the custodian or the Division Director to respond satisfactorily will be promptly reported to the appropriate management officials.

4.4.2.3. Upon completion of all accounts within a Division, the Supply and Equipment Management Officer will provide the Division Director or chief a summary of final results for all accounts within the organization.

4.4.3. **Sensitive Inventory.** The Supply and Equipment Management Officer, at his discretion, will direct an unannounced inventory of sensitive items under accounts which have been identified with systemic problems.

4.4.4. **New Property Custodian Inventory.** When a property custodian account changes hands, the losing and the gaining custodians must **jointly** conduct a full inventory of the account, prior to acceptance by the gaining custodian. Inventory personnel may be contacted for assistance, depending on Center policy. The losing and gaining custodians must fulfill objectives as follows:

4.4.4.1. Verify that recorded equipment is still on-site.

4.4.4.2. Confirm or determine current location.

4.4.4.3. Identify unrecorded equipment that qualifies for control.

4.4.4.4. Locate or identify missing equipment. Note: If missing equipment cannot be located, it is the responsibility of the losing custodian to process the survey report.

4.4.4.5. Identify unused or broken equipment.

4.4.5. The Supply and Equipment Management Officer will determine the actions required for the transfer of accountability between custodians. Those actions may include a 100-percent inventory.

# Chapter 5. Procedures for NEMS Transactions (Equipment)

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## 5.1. Introduction.

5.1.1. When an individual is appointed as a property custodian, a complete set of the NASA Form 1602 can be provided by NEMS Control, covering each controlled item assigned to the account. The custodian will retain these forms on file until such time that a change is required. At that time, the custodian will retrieve the applicable NASA form and complete as directed by this guide. NEMS Control will process the requested change and forward an updated NASA Form 1602 to the custodian.

5.1.2. Each equipment transaction initiated by a custodian must be processed and controlled through NEMS by the use of the NASA Form 1602 or by other means available. Transactions, submitted to NEMS by property custodians are as follows:

### Transaction Number

- 26.....Custodian Account Transfer
- 29.....Equipment Location
- 30.....Status/Condition Code
- 31.....User Number
- 38.....Borrow Out
- 39.....Borrow Out Returned
- 40.....Loan/Lease
- 41.....Loan/Lease Returned
- 42.....Loan Pool Out
- 43.....Loan Pool Return
- 44.....Storage In
- 45.....Storage Returned
- 52.....Excess Turn In
- 56.....Repair Updates
- 60.....Record Change
- 65.....Transfer to Another NASA Center
- 66.....Transfer to Another Government Agency

67.....Transfer of Government-Furnished Equipment to a Contractor's Grantee

69.....Lease In Returned

70.....Loan-in Returned

73.....Modify or Cannibalize

74.....Lost Tag

The property custodian module, electronic mail, and Internet options may be used for selected transactions in lieu of the NASA Form 1602. (See chapter 3). The reporting forms and requirements for the above transactions are described below. Transaction numbers are shown in parenthesis ( ). If additional signed documentation is required, signatures on the NASA Form 1602 are not required. If Center policy allows, annotate in block 33 of the NASA Form 1602 if transportation services are required, and complete blocks 29 and 30 for approximate weight and cubic feet, if known.

5.1.3. The property custodian should always retain the suspense copy of the NASA Form 1602 whenever the form is submitted for any type of change. The custodian can verify the accuracy of requested changes by reviewing the custodian Monthly Transaction Report provided by NEMS Control.

## 5.2. Changes

5.2.1. Custodian Account Transfer (26) is used whenever equipment is transferred from one custodian to another. This change could result from reassignments, reorganizations, or need of the equipment identified by the gaining custodian. A custodian account change may create other changes as well, e.g., location and user. When these changes are required, transactions 26, 29, and 31 should be completed on the form at the same time.

5.2.1.1. The losing custodian will retrieve the appropriate NASA Form 1602 and check the transaction box that applies to the required changes, sign the form in block 31, retain the suspense copy 4, and forward to the gaining custodian.

5.2.1.2. The gaining custodian, upon receipt of the property, will sign and complete block 32, including account number and new location. If a user change is required, annotate the new user's name and obtain his or her signature in block 33. The gaining custodian will retain the property custodian's copy 3 of the NASA Form 1602. The gaining custodian will receive an updated NASA Form 1602.

5.2.1.3. If the initiating custodian determines that the equipment cannot be delivered by hand, arrangements must be coordinated with the Transportation Office for pickup. This may be accomplished by the NEMS Equipment Manager, depending on Center policy. The Transportation copy 2 must be attached to the equipment; however, a Center approved delivery ticket may also be required.

### 5.2.2. Equipment Location (29).

5.2.2.1. Equipment location by building or area is mandatory in NEMS. Location by room is optional, depending on Center policy.

5.2.2.2. When the equipment location is changed but remains in the same account, the custodian will retrieve the appropriate NASA Form 1602, check Box 29, Equipment Location, sign, and annotate the new location in block 31. If a user change is also required, this can be accomplished at the same time by checking block 31 (User Number) and obtaining the user's signature in block 33. The

custodian will retain the suspense copy 4 of the NASA Form 1602 and forward the completed form to the NEMS Equipment Manager.

5.2.2.3. When a physical inventory is conducted within a custodian's account, any locations that do not agree with the NEMS equipment record will be updated automatically as a result of the inventory scan.

#### 5.2.3. Status/Condition Code (30).

5.2.3.1. Status codes (block 5 on NASA Form 1602) reflect the degree of availability of equipment and are used in NEMS to facilitate optimum reuse, consistent with program requirements, priorities, and economics. Definitions are shown on the reverse side of the NASA Form 1602 and are detailed in appendix J of this NPG. Status codes are A = Active-Assigned, B = Inactive-Assigned.

5.2.3.2. Condition codes, block 6 on NASA Form 1602, indicate the physical condition and usability of equipment within NEMS and are a major consideration in determining the value of reutilization of inactive equipment. Condition codes are mandatory when the status code is B. Definitions are indicated shown on the reverse side of the NASA Form 1602 and are detailed in appendix J of this guide.

5.2.3.3. The custodian becomes aware of changes in status or condition by personally observing apparent inactive equipment by notification by the assigned user and by recommendations of the Division Director during annual walk-through inspections. The inventory team may also question the validity of equipment obviously unused or in need of repair.

5.2.3.4. When equipment has been identified for status and/or condition code change, the custodian will retrieve the NASA Form 1602, check Box 30, Status/Condition Code, sign, and complete block 31, and annotate the new status code and/or condition code in block 33. The custodian will retain the suspense copy of the NASA Form 1602 and forward the completed form to the NEMS Equipment Manager. An updated NASA Form 1602 will be forwarded to the custodian.

#### 5.2.4. User Number (31).

5.2.4.1. When equipment is controlled, it must be assigned to an individual user and entered on the NEMS equipment record.

5.2.4.2. When a user change is required at the same time as a custodian and/or location change, all transactions should be requested on the same form.

5.2.4.3. Where equipment is shared, it is recommended that the custodian identify one person as the primary user, with responsibility for locating the item. If there is unwillingness to accept this responsibility, the supervisor for the area will assign the primary user.

5.2.4.4. NEMS Control will assign a user number to each user and maintain a table of the user number cross referenced to the users' names.

5.2.4.5. When a user change is required, the custodian will check block 31, User Number, and block 29, Equipment Location, if applicable. The custodian will sign and annotate the new location in block 31. The new user's signature will be obtained in block 33. The custodian will retain the suspense copy of the NASA Form 1602 and forward the completed form to the NEMS Equipment Manager.

5.2.5. Borrows Between Custodians. Items to be borrowed by another custodian or user are authorized and recommended for all short-term uses in lieu of purchasing new equipment. Custodian accountability is not transferred for borrowed equipment; however, the borrowing organization has full responsibility for the equipment while in its possession. Items borrowed for less than 60 days

may be formally documented by the lending custodian, by annotating the NASA Form 1602 with the user's name, location, date borrowed, and anticipated return date. In those cases, NEMS entries are not required. When items are borrowed for 60 days or more, formal documentation and NEMS entries must be made, utilizing the NASA Form 1602 or other means. The following procedures apply to the borrow-out and borrow-out-return process:

**5.2.5.1 Borrow Out (38).** The custodian will retrieve the NASA Form 1602, check Box 39, Borrow Out, and sign in block 31. The custodian will obtain the signature of the borrowing custodian in block 32 or user in block 33, annotate the date that the equipment is to be returned and the new location in block 32. The custodian will retain suspense copy 4 of the NASA Form 1602 and forward the completed form to the NEMS Equipment Manager. An updated NASA Form 1602 will be forwarded to the custodian reflecting the borrow status. The NEMS Equipment Manager, or designee will send the custodian a Borrowed Equipment Return Candidate List, NEMS Report 134, 30 days prior to borrow expiration date, in order for the custodian to determine the status and take appropriate action. When a custodian receives a borrow request in any format from another NASA Center, a local shipping document will be prepared. The NASA Form 1602 should be attached to the shipping document; however, the form does not need to be completed if all pertinent NASA information and signatures are required on the shipping document. The custodian arranges for transportation of the equipment and paperwork to the shipping department. The custodian will receive an updated NASA Form 1602 reflecting the borrowed-out status. The NEMS Equipment Manager will send the custodian a Borrowed Equipment Return Candidate List, NEMS Report 34, 30 days prior to the borrow expiration date, in order for the custodian to determine the status and take appropriate action.

**5.2.5.2. Borrow Out Returned (39).** When the borrowed equipment has been returned, the custodian will retrieve the updated NASA FORM 1602, sign in block 31, annotate the new location in block 32, and obtain the new user's signature in block 33. The custodian will retain suspense copy 4 of the NASA Form 1602 and forward the completed form to the NEMS Equipment Manager.

a. Central Receiving. It is preferred that borrowed items be returned to Central Receiving, where a Receiving and Inspection Report is used. NEMS Control uses the Receiving and Inspection Report to update the NEMS data base and provides the custodian with an updated NASA Form 1602.

b. Direct Delivery. When borrowed items are returned directly to the site of the lending organization, the custodian will update the NASA Form 1602; mark Box 39, Borrow Out Return, sign and annotate the new location in block 31, obtain the user's signature in block 33, and note any change in condition or status code. The custodian retains the suspense copy and forwards the completed NASA Form 1602 to NEMS Control for processing.

**5.2.5.3 Borrowed Between Centers.** A request to borrow equipment from another NASA Center will be submitted through your Supply and Equipment Management Officer. A locally developed form may be used for this purpose. Borrowing will not normally exceed 1 year. Equipment may be borrowed for a period of 1 year if approved by the Supply and Equipment Management Officer at the lending Center; however, equipment should be permanently transferred, if no requirement exists at the holding Center. Any request for extension of a borrow must be approved by the holding Center.

**5.2.7. Loan/Lease (40).** The custodian will contact the Supply and Equipment Management Officer to arrange for an approved loan agreement. After the loan agreement is approved, the custodian will ensure that a shipping document is prepared and arrange for transportation of the equipment to be loaned to the Shipping Department. The custodian should attach the NASA Form 1602, but the form does not have to be completed if all signatures required are reflected on the loan agreement and the shipping document.

- a. The NEMS Equipment Manager reviews the shipping document, verifies the loan agreement information, prior to approval, and forwards it to the Shipping or Transportation Office for processing.
- b. The shipping document is the input document that allows NEMS Control to process the loan information into the NEMS data base. The custodian will receive an updated NASA Form 1602, reflecting the loan status.
- c. The NEMS Equipment Manager will forward a Loaned Out Equipment Expiration Report, NEMS Report 131, or a Leased Out Equipment Return Candidate List, NEMS Report 133, to the custodian in order to determine the loan or lease status.
- d. All loans initially approved for a duration of more than 1 year must be recertified on an annual basis. The borrower must provide a written certification to the Supply and Equipment Management Officer, on the anniversary date of the loan. This certification must contain the identification number assigned to the equipment, its name, location, current use, and justification for continued use.
- e. To ensure that loans do not exceed the temporary use policy, authorizing officials must review and certify extension of each loan, prior to its expiration date, and obtain annual recertification on current use from the borrower.
- f. A Center may lease equipment to an outside organization. Leases are approved and processed in the same manner as previously described for loans to outside organizations. Leases require negotiation of a contract by the procurement or acquisition organization.

**5.2.7.1. Loans and Leases to Outside Organizations.** It is NASA policy to make equipment available outside NASA on a temporary basis, provided the loan is in the public interest and meets the conditions described in NPG 4200.1E. Such loans will be covered by a formal loan agreement, developed by the Center, which sets forth appropriate requirements for use and accountability. This agreement requires concurrence by the authorizing official, Division Director, Supply and Equipment Management Officer, Office of the Chief Counsel, or other appropriate Center personnel. Some Centers may require approval by the Center Director. NASA's loan policy is covered in more detail in NPG 4200.1E.

**5.2.7.2 Loans/Lease Returned (41).**

- a. Central Receiving. It is preferred that loaned items be returned to Central Receiving where a Receiving and Inspection Report is prepared. NEMS Control uses the Receiving and Inspection Report to update the NEMS data base and provide the custodian with an updated NASA Form 1602.
- b. Direct Delivery. When borrowed items are returned directly to the site of the lending organization, the custodian will update the NASA Form 1602; mark Box 41, Loan or Lease Out Return, sign, and annotate the new location in block 31, obtain the user's signature in block 33, and note any change in condition or status code. The custodian retains the suspense copy 4 and forwards the completed NASA Form 1602 to NEMS Control for processing. NEMS Control will provide the custodian with an updated NASA Form 1602.

**5.2.8. Loans to Employees for Offsite Use.** Equipment may be loaned (for official Government business only) to NASA employees and onsite contractors for temporary offsite use. Justification for official offsite use must be provided. The approval of the Division Director or higher is required. For onsite contractors, the advance approval of the contracting officer and notification of the SEMO is required by NASA FAR Supplement 18-52.245-71. The loan may be made for up to 180 days and may be extended for an additional 180 days but may not exceed 1 year. The NASA Form 892 may be used for loans less than 30 days; however, each Center must establish an official Employee Loan Agreement and establish procedures to control all loans exceeding 30 days in the NEMS data base.

5.2.8.1. Loan to Employees. The employee taking the equipment offsite will complete NASA Form 892 or an employee loan agreement form, obtaining all required signatures. The original of the agreement will be forwarded to the NEMS Equipment Manager. The second copy will be retained by the custodian, and the third copy must remain with the employee and equipment while offsite. For this type of loan, the NASA Form 1602 will be annotated "Home" in the building number field, and entered in NEMS to identify it as an employee loan. Loans of less than 30 days will not be processed through the NEMS data base, unless an extension is requested, increasing the period to over 30 days. The custodian will not submit the NASA Form 1602 since the equipment remains in the custodian account. All extensions must be approved by the NEMS Equipment Manager for updating the NEMS data base.

5.2.8.2. Loan to Employees Return. When the employee returns loaned equipment to the Center, the NASA Form 1602, NASA Form 892, or the Employee Loan Agreement must be annotated with the building and room location and forwarded to the NEMS Equipment Manager to update the NEMS data base.

5.2.9. Loan Pools. Center equipment pools will establish internal procedures for controlling equipment loans to personnel for temporary use. The NEMS data base may be updated, according to Center policy. If updating occurs within NEMS, Transaction 42, Loan Pool Out, and Transaction 43, Loan Pool Return, will be processed. Normally, custodian accountability is not transferred to the organization borrowing the equipment; however, the employee who signs out the equipment has full responsibility until the item is returned to the loan pool.

5.2.10. Storage of Equipment. Occasionally, the nature of NASA operations makes it desirable to temporarily store inactive equipment, if it is identified to one of the specific purposes stated in NPG 4200.1E. Stored equipment must have a firm future requirement, i.e., a project program or other work activity, which has been approved by the Center Director. Stored equipment must also be recertified annually by the storing directorate's Division Director or designee.

5.2.10.1 Storage In (44). When a custodian receives a request to put equipment in storage, the custodian follows Center procedures to ensure that appropriate approvals are obtained prior to submittal of the Storage In transaction to NEMS Control. Custodians should use the NASA Form 1602 for the initial approval and justification for storage of inactive, controlled equipment but should use a Center-developed "request for storage" form for inactive noncontrolled equipment.

a. The custodian will retrieve the NASA Form 1602 and check Box 44, Storage In, sign, and complete block 31. The custodian will annotate the storage justification, date stored item will return to active use, and condition code in block 33. Other required approvals will be obtained in block 34. The custodian will arrange delivery of the equipment and the NASA Form 1602 to the storage area and retain the suspense copy of the NASA Form 1602. The Storage Manager will sign and complete block 32, assign the storage control number and location, and forward the form to NEMS Control for processing into the NEMS data base. Copy 2 of the NASA Form 1602 will be retained with the equipment while in storage, and copy 3 may be retained by storage personnel, if desired or required by local instructions. An updated NASA Form 1602 will be forwarded to the custodian to be used for retrieval of the stored equipment.

b. The NEMS Equipment Manager will receive an Items Held in Storage List, NEMS Report 900, which will remove equipment from storage or justify extension of the storage period. It will also be forwarded to the Storage Manager. The Storage Manager will send out notification to the custodian when the storage date is expiring in order for the custodian to make arrangements to recommended that the NEMS Report 900 be provided to the Division Director for all custodian accounts within their organization at the time of their annual walk-through inspections.

5.2.10.2. Storage Returned (45). When the storing organization is ready to remove equipment from storage and return it to active status, the custodian will retrieve the NASA Form 1602 and check Box 45, Storage Return, sign, and complete block 31, noting the storage location, if known. The custodian will annotate the new location, status code, and condition code, if changed, in block 33, retain the suspense copy of the NASA Form 1602, and forward the completed form to the Storage Manager. The Storage Manager will make arrangements to remove equipment from storage and return it to the custodian, forwarding the NASA Form 1602 to NEMS Control for updating the NEMS data base. An updated NASA Form 1602 will then be forwarded to the custodian. If a need does not materialize and equipment held in storage is no longer needed, the custodian should follow the procedures for Excess Turn In, Transaction 52, on NASA Form 1602/X90 in NASA Property Disposal Management System.

5.2.11. Excess Turn In (52) (NASA FORM 1602/X90 in NASA Property Disposal Management System). Equipment becomes excess as a result of its condition or its inactivity. Annual utilization reviews and annual Division Director walk-through inspections help identify inactive or underutilized equipment and items in need of repair or replacement.

5.2.11.1. When equipment becomes excess to the needs of an organization, the custodian will follow local approval procedures to initiate the Excess Turn In transaction. Custodians must use the NASA Form 1602 for the turn in of controlled equipment but may use a locally developed form for turning in noncontrolled equipment.

5.2.11.2. The custodian will retrieve the NASA Form 1602, check Box 52, Excess Turn In, sign, and complete block 31, and annotate the condition or condition code in block 33. The custodian will retain the suspense copy 4 of the NASA Form 1602 and attach the completed form to the equipment to be turned in. A copy of the completed NASA Form 1602 should be forwarded to the Equipment Management personnel and Property Disposal Officer. The custodian then arranges transportation of the equipment to the disposal area. If a separate delivery ticket is required by the Center, the signed copy should be retained by the custodian. The NASA Form 1602 and equipment will be processed through the NASA Property Disposal Management System. Caution: Sensitive equipment should not be placed in open pickup areas but remain secured until picked up by transportation personnel.

#### 5.2.12. Repair Updates (56).

5.2.12.1. Refer to local procedures when equipment is identified as requiring repair or calibration. Some Centers may require the NASA Form 1602 to process a Transaction 56. In those cases, the custodian will retrieve the NASA Form 1602, check box 56, sign, and complete block 31, retain the suspense copy 4 and forward the completed form, along with the equipment, to the repair and calibration facility.

5.2.12.2. The repair and calibration facility will process all repair and calibration updates, including repairs under warranty, onsite, or offsite by the manufacturer or another repair facility.

5.2.12.3. Depending on Center policy, the repair and calibration facility may provide NEMS Control with the labor and parts cost, date serviced, and revise the condition code after the repair has been completed.

5.2.13 Record Change (60). A record change may be submitted by a custodian when any computer-generated data in blocks 2-28 on the NASA Form 1602 appears incorrect.

5.2.13.1. The custodian will retrieve the NASA Form 1602, check Box 60, Record Change, sign, and complete block 31 and annotate the revised data in block 33. The custodian will retain the suspense copy 4 and forward the completed form to the NEMS Equipment Manager.

5.2.13.2. The NEMS Equipment Manager will review the NEMS equipment record to verify the

error. After approval of the record change, the NASA Form 1602 will be forwarded to NEMS Control for processing. An updated NASA Form 1602 will be forwarded to the custodian. All data element errors detected by the custodian should be submitted as a Transaction 60.

## 5.3. Deletes.

Any equipment to be hand-carried or shipped from the Centers will be documented and coordinated with the Supply and Equipment Management Officer or designee prior to the physical movement of the equipment in order to ensure that the proper actions and any adjustments are made to the NEMS control records.

5.3.1. Transfer to Another NASA Center (65). When a program or project office has identified a greater need for equipment at another NASA Center, or supports a need identified by another Center, the equipment may be transferred. This action requires coordination between both Center equipment management offices. Some Centers will also require a local shipping document to be prepared, which will be used by NEMS Control to process the transfer transaction. The NASA Form 1602 may be attached to the shipping document; however, it does not need to be completed if all pertinent NASA information and signatures are on the shipping document.

5.3.1.1. The custodian will prepare a shipping and transfer document, obtain required approvals, designate approximate weight and cubic feet on the shipping document, if known, to aid the Transportation and Shipping Department. The custodian will arrange for transportation of the equipment and the shipping document to the Shipping Department for processing. Transportation may be coordinated by the NEMS Equipment Manager, depending on Center policy.

5.3.1.2. The Shipping Department will prepare a Government Bill of Lading and ship the equipment in accordance with the shipping document. A copy of the shipping document, annotated with date shipped and shipment number, will then be forwarded to NEMS Control for processing into the NEMS data base and for deletion of the equipment from the custodian's account.

5.3.2. Transfer to Another Government Agency (66). A program or project office may identify equipment for transfer to another Government agency through an interagency agreement or in accordance with the Space Act of 1958, as amended. The Act states that NASA and other Federal agencies or departments will cooperate fully with each other to transfer, without reimbursement, aeronautical and space vehicles, and supplies and equipment. Administrative supplies and equipment are not to be transferred to other Government agencies. Transfers to other agencies, in accordance with the Space Act, are made after 10 days of screening throughout NASA to ensure that the needs of NASA are met prior to release of inactive equipment.

5.3.2.1. The custodian will prepare a shipping or transfer document, designate the transfer action, obtain all required approvals, and annotate approximate weight and cubic feet on the shipping document to aid the Transportation and Shipping Departments. The NASA Form 1602 may be attached to the shipping document; however, it does not need to be completed if all pertinent NASA information and signatures are on the shipping document. The custodian will arrange delivery of the equipment and documentation to the Shipping Department. Transportation may be coordinated by the NEMS Equipment Manager, depending on Center policy.

5.3.2.2. The NEMS Equipment Manager will screen the equipment Agencywide, as required for 10 days prior to approving the shipment.

5.3.2.3. The Shipping Department will prepare the Government Bill of Lading, remove the Equipment Control Number, and ship the equipment in accordance with the shipping document. The original copy of the shipping document will be forwarded to NEMS Control for processing into the

NEMS data base for deletion of the equipment from the custodian's account.

5.3.3. Transfer of Government Furnished Equipment to a Contractor or Grantee (67). All Government-furnished equipment is subject to the contracting officer's approval in accordance with the Federal Acquisition Regulation and the NASA FAR Supplement. A program or project office may identify equipment for transfer by submitting a request for shipment to the custodian, identifying the applicable contract/grant.

5.3.3.1. The Contract Technical Monitor initiates the transaction by submitting a request for shipment to the custodian, identifying the applicable contract or grant.

5.3.3.2. The custodian will prepare a shipping or transfer document, designate the transfer action, and obtain all required approvals. The NASA Form 1602 may be attached to the shipping document; however, it does not need to be completed if all pertinent NASA information and signatures are on the shipping document.

5.3.3.3. The Contracting Officer must approve the shipping document. Some Centers may also require the Contracting Officer's signature in block 34 of the NASA Form 1602. The documents will be forwarded to the NEMS Equipment Manager or the Industrial Property Officer for approval and forwarding to the Shipping Department.

5.3.3.4. The custodian will arrange for delivery of the equipment and documentation to the Shipping Department. Transportation may be coordinated by the NEMS Equipment Manager, depending on Center policy.

5.3.3.5. The Shipping Department will prepare the Government Bill of Lading and ship the equipment in accordance with the shipping document. A copy of the shipping document will be forwarded to NEMS Control for processing into the NEMS data base for deletion of the equipment from the custodian's account.

5.3.4. Lease or Loan to NASA - Returned. When the loaned or leased equipment has served its purpose, the custodian must request a Transaction 69, Lease In Returned, or a Transaction 70, Loan-In Returned, in order to return the equipment to the lessor or loaner.

5.3.4.1. The custodian will prepare a shipping or transfer document, designate the return action, obtain all required approvals, and annotate the approximate weight and cubic feet on the shipping document to aid the Transportation and Shipping Department. The NASA Form 1602 may be attached to the shipping document; however, it does not need to be completed if all pertinent NASA information and signatures are on the shipping document.

5.3.4.2. The leasing contract official must approve the shipping document for a returned lease and sign block 34 of the NASA Form 602 if required by Center policy. The custodian should include all documentation that was provided by the lessor when the equipment was delivered. The documents will be forwarded to the NEMS Equipment Manager for approval and forwarding to the Shipping Department.

5.3.4.3. The custodian will arrange delivery of the equipment to the Shipping Department. Transportation may be coordinated by the NEMS Equipment Manager, depending on Center policy.

5.3.4.4. The Shipping Department will prepare the Government Bill of Lading and ship the equipment in accordance with the shipping document. A copy of the shipping document, annotated with date shipped and shipping number, will be forwarded to NEMS Control for processing into the NEMS data base for deletion of the equipment from the custodian's account.

5.3.5. Survey (71). When controlled Government property is lost, damaged, or destroyed, a survey is

conducted to investigate and review pertinent facts, adjust the records, and determine the extent or absence of personal responsibility. Disposition of lost property with a total acquisition value equal to or under \$1,000 can be disposition by the Property Survey Officer without action from the survey board, or can be referred to the Property Survey Board (or Center equivalent forum) for special investigation and disposition. All lost property with a total acquisition value equal to or greater than \$1,001 will be referred to the Property Survey Board for further investigation and disposition. The Security Office will provide a copy of their completed investigation report to the Property Survey Officer and/or Property Survey Board for consideration. The Security office's report will be filed with the finalized survey report.

The individual who possesses controlled Government property at the time it is lost, damaged, or destroyed must notify the custodian and prepare a Survey Report, NASA Form 598 (see Appendix G). Instructions for preparation are included on the form. Administrative and procedural requirements are also found in NPG 4200.1E. When theft is suspected and property cannot be located, the Center Security Office will be notified immediately.

The individual preparing the Survey Report must submit the report to the custodian for review. The custodian may attach the NASA Form 1602 to the Survey Report, but it does not have to be completed if all signatures are on the Survey Report. The custodian will sign and forward the report to the Division Director or equivalent. The Division Director will review and sign the report, documenting corrective action in Part II and forward the survey report to the NEMS Equipment Manager. Survey Reports must be completed and submitted through the Division Director within 30 working days of the discovery of equipment loss, damage, or destruction. 5.3.5.3. NEMS Control will verify the equipment record and delete the missing item from the custodian's account. The Survey Report is then forwarded to the Property Survey Board for action. Upon completion of the investigation by the Property Survey Board, their findings and recommendations will be reported back to the property custodian through the Division Director.

5.3.5.4. In addition to Survey Report processing, NPD 8710.2, "NASA Mishap Reporting and Investigating Policy," and NPG 8715.X, "NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping," establish reporting and investigating procedures to determine mishap causes and prevent their recurrence. The spectrum of mishaps includes accidents and incidents involving damage to equipment in any NASA or NASA-related activity. In case of damage or destruction to aircraft, see NPG 7900.3, Center Flight Operations Procedures, and FPMR 101-37.1105 as appropriate. In cases of loss or destruction of aircraft, the Supply and Equipment Management Officer (SEMO) must obtain approved copies of mishap reports in order to delete the aircraft from the property records. In the case of damage, aircraft will not be deleted from the property records.

5.3.6. Modify or Cannibalize (73). Equipment may be modified in order to configure the item for a new purpose, or inoperable equipment may be disassembled, cannibalized for use of serviceable parts, components, or assemblies as replacement parts in useable equipment, or for fabricating another item. A Cannibalization or Modification of Controlled Equipment, NASA Form 1617 (see appendix N), must be approved by the NEMS Equipment Manager prior to modification or disassembly of equipment. The custodian may attach the NASA Form 1602 to the Modification/Cannibalization request, but it does not have to be completed if all pertinent NASA information and signatures are on the NASA Form 1617.

5.3.6.1. The user must complete NASA Form 1617 and follow local Center procedures to document the resulting configuration and cost changes. The Form will be submitted to the custodian, who will review, sign, and obtain the approval of the Division Director. The completed form will be submitted to the NEMS data base once it has lost its original entity.

5.3.6.2. The NEMS Equipment Manager will review the NASA Form 1617 for completeness, ensuring that appropriate cost adjustments are included. The form will be forwarded to NEMS Control for processing. Equipment personnel will remove the NASA equipment control number tag and delete the originally controlled equipment from the custodian's account.

5.3.6.3. New equipment developed, as a result of modifications or incorporation of fabricated parts, components, and assemblies, must be documented in accordance with Center procedures and entered into NEMS.

5.3.7. Lost Tag (74). In the event that a controlled item loses its NASA equipment control number tag, the custodian must retrieve the NASA Form 1602, check box 74, sign, and complete block 31. The custodian will retain the suspense copy and forward the completed form to the Property Management Office.

5.3.7.2 Upon verification of the equipment record, the item will be retagged with a new ECN, and the old equipment record will be deleted.

5.3.7.3. The item will be re-added to the NEMS data base and the custodian's account under the newly assigned equipment control number. A new NASA Form 1602 will be forwarded to the custodian.

# Appendix A. Definition of Terms

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[Definition of Terms- PDF Format](#)

# **Appendix B. Summary of Transaction and Documents Needed in Addition to or in lieu of the NASA Form 1602, NEMS Transaction Document**

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[Summary of Transaction and Documents Needed in Addition to or in lieu of the NASA Form 1602, NEMS Transaction Document- PDF Format](#)

# Appendix C. NEMS Generated Custodian Monthly Transaction , Report No. 020 - Sample

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[NEMS Generated Custodian Monthly Transaction , Report No. 020 - Sample- PDF Format](#)

# Appendix D. NEMS Generated Custodian Account Property, Report No. 141 - Sample

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[NEMS Generated Custodian Account Property, Report No. 141 - Sample - PDF Format](#)

# Appendix E. NEMS Generated Equipment Utilization Review, Report No. 720 - Sample

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PDF Format : [NEMS Generated Equipment Utilization Review, Report No. 720 - Sample](#)

# Appendix F. Found on Station Equipment Investigation, NASA Form 1618 - Sample

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[Found on Station Equipment Investigation, NASA Form 1618 - Sample - PDF Format](#)

# Appendix G. Survey Report, NASA Form 598 - Sample

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[Survey Report, NASA Form 598 - Sample - PDF Format](#)

# Appendix H. Property Pass Request and Removal Permit, NASA Form 892

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[Property Pass Request and Removal Permit, NASA Form 892 - PDF Format](#)

# Appendix I. Center NEMS Identification Codes

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[Center NEMS Identification Codes - PDF Format](#)

# Appendix H-2. Employee Loan Agreement - Sample Format

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[Employee Loan Agreement - Sample Format - PDF Format](#)

# Appendix J. NEMS Availability Status Codes for Equipment

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[NEMS Availability Status Codes for Equipment - PDF Format](#)

# Appendix K. Disposal Condition Codes and Definitions (FPMR101-43.4801)

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[Disposal Condition Codes and Definitions \(FPMR101-43.4801\) - PDF Format](#)

# Appendix L. Transactions Requiring Supplemental Local Procedures

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[Transactions Requiring Supplemental Local Procedures - PDF Format](#)

# Appendix M. Agency (NASA) Recommended Minimum Standard Sensitive Items List

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[Agency \(NASA\) Recommended Minimum Standard Sensitive Items List - PDF Format](#)

# Appendix N. Request for Cannibalization/Modification of Controlled Equipment,NASA Form 1617 - Sample

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[Request for Cannibalization/Modification of Controlled Equipment,NASA Form 1617 - Sample - PDF Format](#)